

## **TASK RATINGS**

### ***CRITICALITY OF THE TASK (IMPORTANCE):***

What is the consequence of unsatisfactory performance of the task to overall job performance?

0. This task is **NOT PERFORMED** on the job, or is **TRIVIAL** to acceptable performance on the job, OR this task is a non-essential function of the job.
1. Satisfactory performance of this task is **IMPORTANT** to acceptable performance on the job, and this task is an **essential** function of the job.
2. Satisfactory performance of this task is **CRUCIAL** to overall acceptable performance on the job, and this task is an **essential** function of the job.

### ***RELATIVE TIME SPENT:***

How often is this task performed on the job?

0. Task is **NOT PERFORMED** at all on the job.
1. Task is performed **RARELY** on the job.
2. Task is performed **OCCASSIONALLY** on the job.
3. Task is performed **FREQUENTLY** on the job.

## **TASK WORKSHEET**

### **CLASS: Accounting Technician**

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Under close supervision performs semiprofessional accounting work in the maintenance of fiscal records (e.g. payroll, petty cash, cash collection, and claims processing) using established guidelines.
<b>2.</b>	At the direction of Personnel, ensure that the payroll warrant and the personnel release document correspond prior to disbursement in accordance with established guidelines.
<b>3.</b>	Utilizing established guidelines, post journal entries by use of an automated accounting system to establish or liquidate payroll accounts receivables.
<b>4.</b>	Audits claims/invoices for compliance with individual contracts and agreements in accordance with established procedures.
<b>5.</b>	Processes claims/invoices for payment, utilizing an automated accounting system, in accordance with individual contracts, agreements and established procedures.
<b>6.</b>	Processes and audits employee property claims and assists in the processing of other employee related expenses for payment (e.g. overtime meal claims, call back mileage claims, and uniform allowance) utilizing an automated accounting system and in accordance with current union contracts and established rules.
<b>7.</b>	Records debits and credits to produce general and subsidiary ledgers using an automated accounting system and procedural manuals.
<b>8.</b>	Upon direction of a supervisor, records transactions in the revolving fund account to produce payment (e.g. salary advance, petty cash, invoice discount payments) utilizing an automated accounting system in accordance with procedural manuals.
<b>9.</b>	Upon direction of a supervisor, prepares purchase requisitions for purposes of acquiring goods and services using appropriate forms and equipment in accordance with established guidelines.

## **TASK WORKSHEET**

### **CLASS: Accounting Technician**

<b>Task #</b>	<b>Task</b>
<b>10.</b>	In accordance with accounting practices, calculates/verifies arithmetical computations with the use of a calculator or computer software, to produce accurate accounting records/spreadsheets.
<b>11.</b>	Reconciles bookkeeping and accounting control records by identifying and correcting any inappropriate balances utilizing source documents and accounting reports under the direction of a supervisor.
<b>12.</b>	Annually compiles data from various accounting reports and source documents to set up accruals for closing year-end, using an automated accounting system under the direction of a supervisor.
<b>13.</b>	Researches, prepares and responds by telephone, e-mail or written correspondence to inquiries from vendors and employees regarding status of payment as required.
<b>14.</b>	Researches original input/source documents to trace and identify discrepancies using an automated accounting system and various reports as required.
<b>15.</b>	Prepares input documents to correct errors using an automated accounting system as necessary.
<b>16.</b>	Responsible for ensuring expenditures do not exceed authorized amount using various documents and reports in accordance with procedural manuals.
<b>17.</b>	Using an automated accounting system, encumbers/set aside funds in accordance with source documents (e.g. contracts and purchase orders including amendments) and established procedures to ensure funds are available for future expenditures.
<b>18.</b>	Review contract documents to gain an understanding of the terms and conditions as required.
<b>19.</b>	Prepares input documents by coding transactions for input into an automated accounting system in accordance with procedural manuals.

## **TASK WORKSHEET**

### **CLASS: Accounting Technician**

<b>Task #</b>	<b>Task</b>
<b>20.</b>	Inputs coded transactions into the automated accounting system to produce payments or accounting records in accordance with established procedures.
<b>21.</b>	Maintains revolving fund ledger accounts by reviewing accounting reports and source documents for timely reimbursement in accordance with established procedures.
<b>22.</b>	Upon receipt of approved request, processes revolving fund checks (e.g. salary and travel advances, petty cash reimbursement) using the automated accounting system.
<b>23.</b>	Monitors employees travel advances utilizing a pending file and system generated reports to identify outstanding advances in accordance with established procedures.
<b>24.</b>	Upon receipt, processes travel expense claims and/or cash receipts to clear outstanding advances utilizing an automated accounting system.
<b>25.</b>	Assists and acts as a lead to other staff (e.g. Office Assistant, Account Clerks, inmates, wards, or resident workers) by providing guidance and direction on accounting procedures and processes as needed.
<b>26.</b>	Processes and secures all monies received (e.g., verifying transfer receipts, endorsing checks, money orders, etc.) by logging either manually or using a computerized spreadsheet to produce a report of collections as directed by established procedures.
<b>27.</b>	Prepares a bank deposit by reconciling checks to the report of collection log in accordance with established procedures.
<b>28.</b>	Prepares and sends collection letters to employees/former employees regarding outstanding advances (e.g., travel, salary, payroll and any outstanding account receivables) to demand payment utilizing an automated system in accordance with established procedures.

## **TASK WORKSHEET**

**CLASS: Accounting Technician**

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<b>Task #</b>	<b>Task</b>
<b>29.</b>	Using a computerized or manual spreadsheet, compiles travel related fringe benefits to produce a monthly taxable report to be submitted in accordance with payroll procedures and IRS rule.
<b>30.</b>	Monitors employee relocation expenses by keeping a file that includes all documents and a spreadsheet for tracking all payments to ensure that payment occurs in accordance with union contracts and established rules and regulations.
<b>31.</b>	Operates accounting related equipment (e.g. printers, check signer, check burster) to produce various accounting reports and documents in accordance with established procedures.
<b>32.</b>	Responsible for maintaining a balanced petty cash/change fund by performing daily reconciliation in accordance with established procedures.